ACT Government
Education and Training

ASBA Online User Manual

Training and Tertiary Education
Education and Training Directorate
ACT Government
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BRADDON ACT 2612

GPO Box 158
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Information webpage: http://www.det.act.gov.au/vhe/australian_apprenticeships
Interactive webpage: http://www.det.act.gov.au/vetadmin
Phone: 02 6205 8555
Fax: 02 6205 8448
E-mail Address: ASBAs@act.gov.au

Everyone matters

Glossary of Terms

AAC	Australian Apprenticeships Centre
ASBA	Australian School-based Apprenticeship
AVMS	ACT VET Management System
Directorate	Education and Training Directorate
DEEWR	Department of Education Employment and Workplace Relations
STA	State (or Territory) Training Authority
TaTE	Training and Tertiary Education
TYIMS	DEEWR's Australian Apprenticeships Database

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1. Introduction

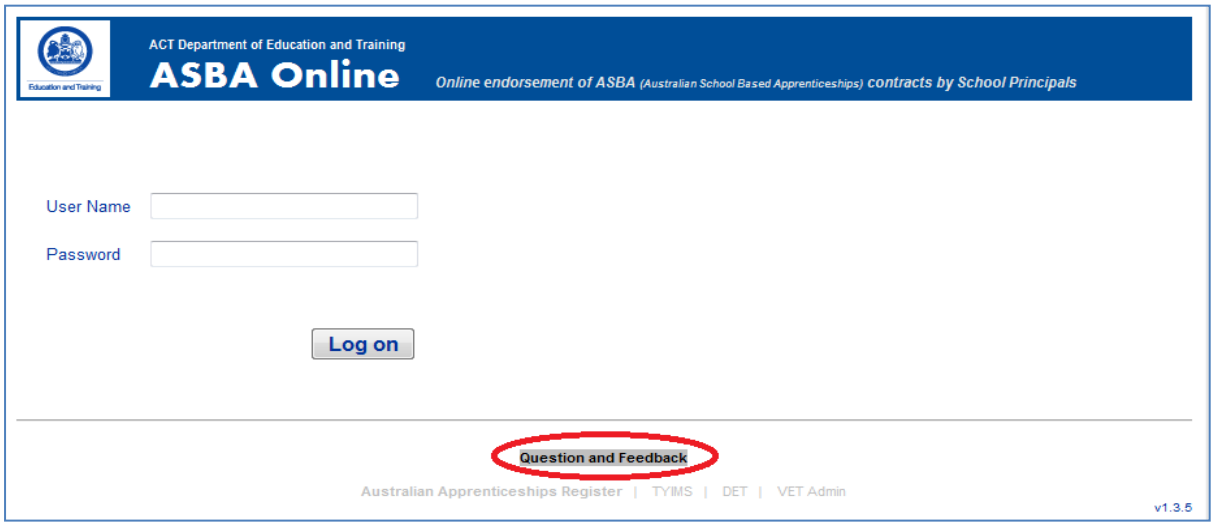
ASBA Online, at https://www.vetadmin.act.gov.au/ASBA/Logon.aspx, is a web application that enables online endorsement and management of Australian School-based Apprenticeships for school principals and their delegates.

This facility provides the following functionality:

- Enables ASBA Online users (school principals and their delegates) to process ASBA pending contract(s)
- View historical ASBA contracts
- Maintain ASBA Online user information

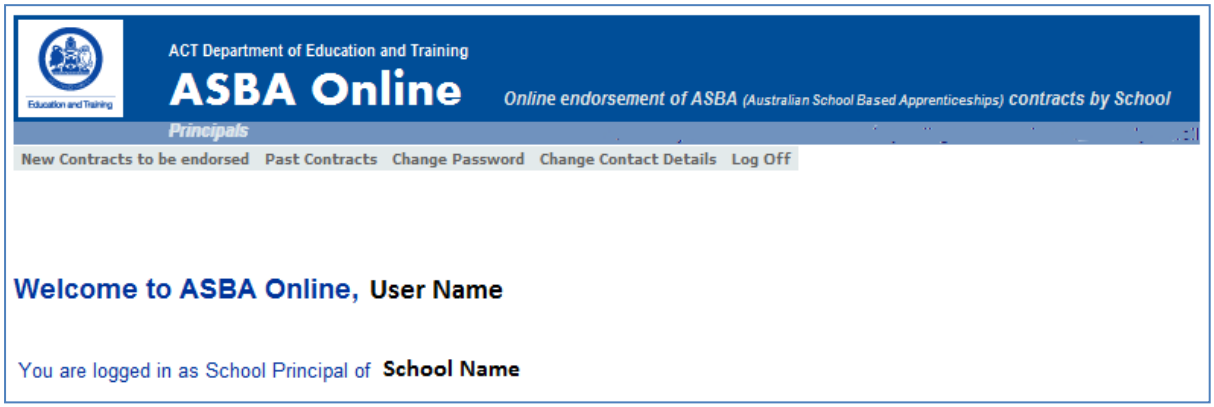
2. User Name and Password

To obtain a user name and password, open the ASBA Online on the website (https://www.vetadmin.act.gov.au/ASBA/Logon.aspx) then click on the "Question and Feedback" email link at the bottom of this page. In the email, request a user name and password. A username and password will be forwarded to you via return email.


ACT Department of Education and Training
ASBA Online
Online endorsement of ASBA (Australian School Based Apprenticeships) contracts by School Principals
User Name
Password
Log on
Question and Feedback
Australian Apprenticeships Register | TYIMS | DET | VET Admin
v1.3.5

3. Log In

After you have registered as an approved ASBA Online user, you can login to ASBA Online by entering your assigned user name and password. You will only be able to retrieve details of training contracts associated with your school.


ACT Department of Education and Training
ASBA Online
Online endorsement of ASBA (Australian School Based Apprenticeships) contracts by School Principals
New Contracts to be endorsed
Past Contracts
Change Password
Change Contact Details
Log Off
Welcome to ASBA Online, User Name
You are logged in as School Principal of School Name

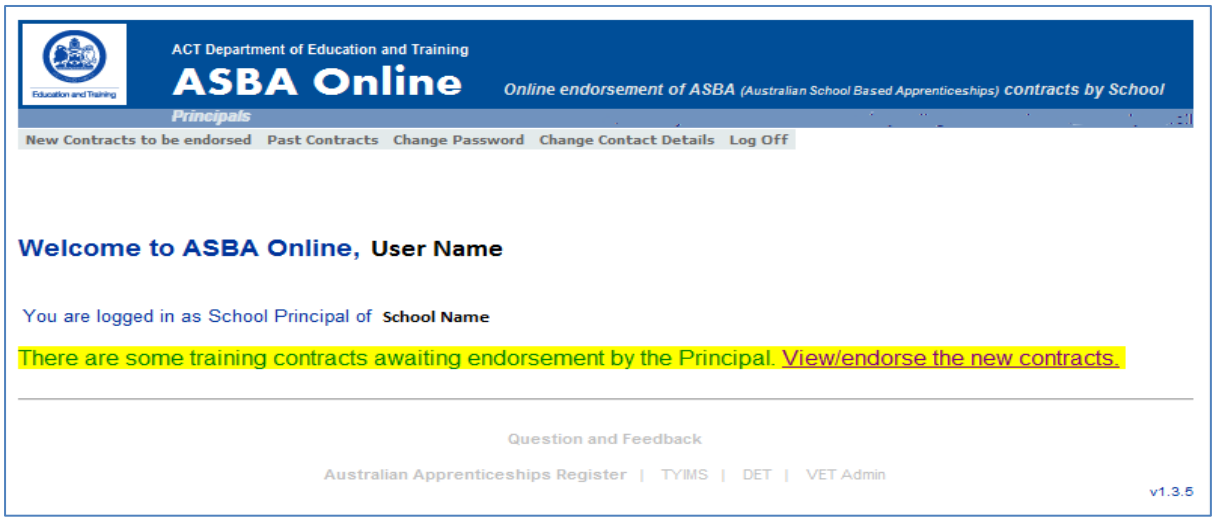
4. View/Endorse New ASBA Sent Contracts

ASBA Online displays a list of ASBA pending approval Training Contracts and allows the School Principals or their delegates to endorse or reject these Training Contracts.

ASBA Online User clicks through the following sequence to endorse/reject ASBA sent contracts:

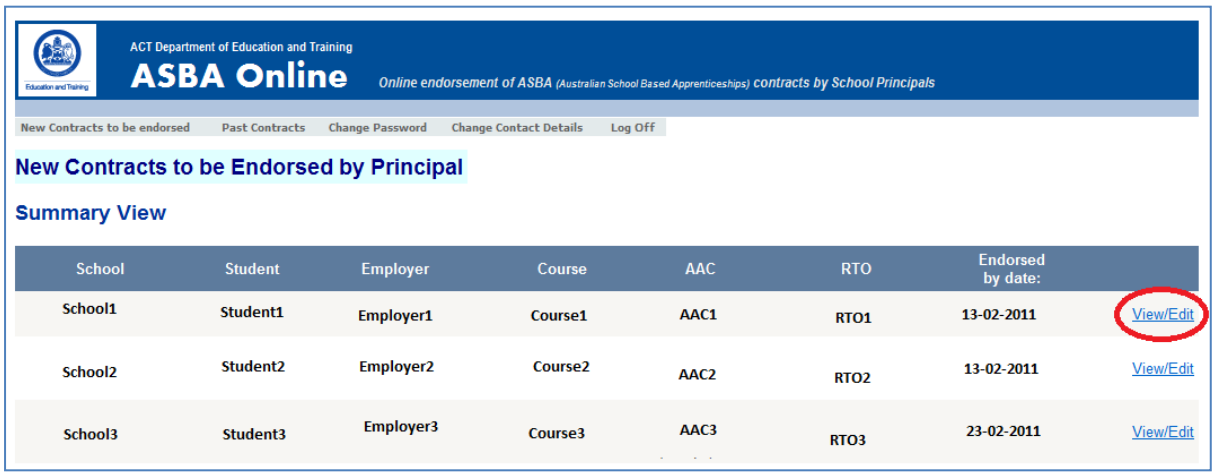
a. ASBA Online user is logged on to the system

b. Web page displays the message: 'There are some training contracts awaiting endorsement by the Principal.'
Or Click 'New Contracts to be endorsed' in the main menu


ACT Department of Education and Training
ASBA Online
Online endorsement of ASBA (Australian School Based Apprenticeships) contracts by School Principals
New Contracts to be endorsed
Past Contracts
Change Password
Change Contact Details
Log Off
Welcome to ASBA Online, User Name
You are logged in as School Principal of School Name
There are some training contracts awaiting endorsement by the Principal. View/endorse the new contracts.
Question and Feedback
Australian Apprenticeships Register | TYIMS | DET | VET Admin
v1.3.5

*If there are no Training Contracts awaiting Endorsement, a message appears 'There is no Training Contract awaiting endorsement by the Principal.'

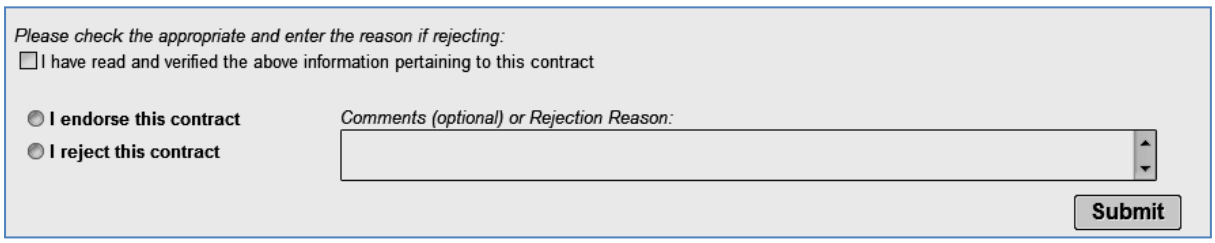
c. User clicks *'View/endorse the new contracts'* link, the web page displays a list of ASBA Pending contracts and a *'View/Edit'* link.


ACT Department of Education and Training
ASBA Online
Online endorsement of ASBA (Australian School Based Apprenticeships) contracts by School Principals
New Contracts to be endorsed
Past Contracts
Change Password
Change Contact Details
Log Off
New Contracts to be Endorsed by Principal
Summary View
School Student Employer Course AAC RTO Endorsed by date:
School1 Student1 Employer1 Course1 AAC1 RTO1 13-02-2011 View/Edit
School2 Student2 Employer2 Course2 AAC2 RTO2 13-02-2011 View/Edit
School3 Student3 Employer3 Course3 AAC3 RTO3 23-02-2011 View/Edit

d. User clicks the 'View/Edit' link, and then the web page displays the individual contract view and endorse/reject options.

New Contracts to be endorsed
Past Contracts
Change Password
Change Contact Details
Log Off
Previous ASBA Training Contracts
Individual Contract View
TaTE Contract File No. 87654321/1
AAC AAC Name
AAC Contact Name AAC Contact Name
AAC Contact Phone 1234 567 890
App/Trainee Name Student name
Employer Name Employer Name
Employer Address Employer Address
Workplace Contact Person Contact Person Name
Employer phone 02 1234 5678
Employer fax 02 8765 4321
Study Course UEE30807 Certificate III in Electrotechnology Electrician
RTO RTO Name
ApprenticeshipType Apprenticeship
App/Trainee Indigenous Not Aboriginal OR Torres Strait Islander
App/Trainee Disability No
App/Trainee School Level Year 12 or Equivalent
SchoolID/Name School Name
TaTE Received Date 12/05/2009 12:00:00 AM
Start Date 13/03/2009 12:00:00 AM
Expected Completion Date 2/07/2013 12:00:00 AM
Parties signed Yes
Weekly Hours 15
Program status Approved by STA

e. User clicks 'I endorse this contract' or 'I reject this contract' and then clicks 'Submit'. **Please contact the Directorate via 02 6205 8555 prior to rejecting any Training Contract**.

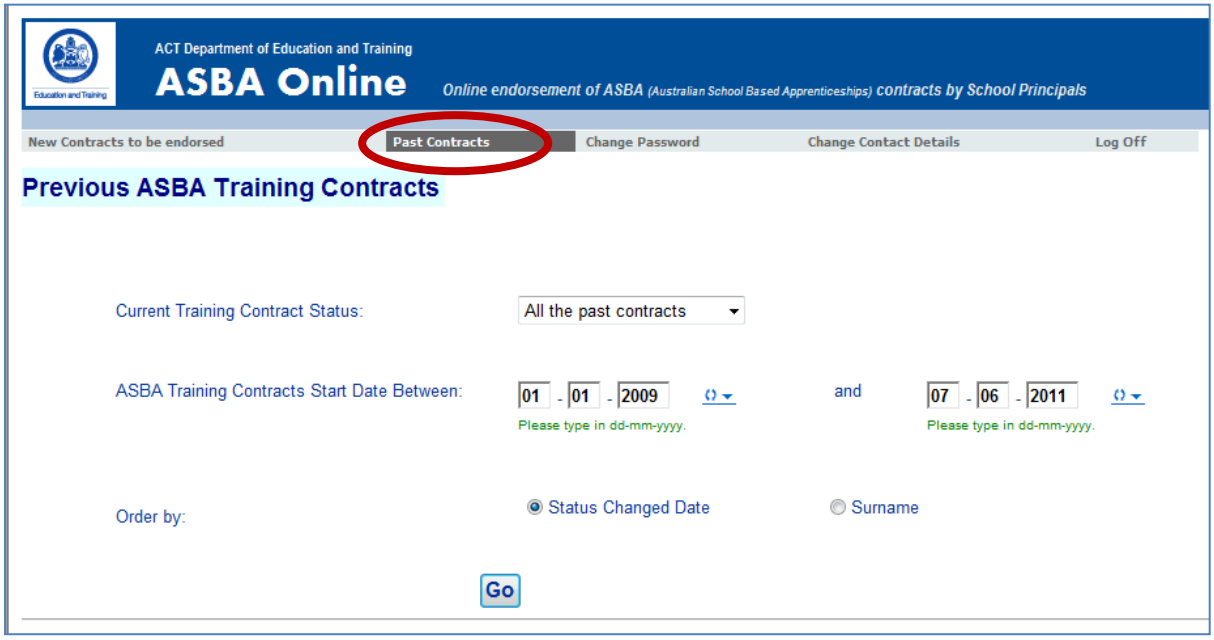

Please check the appropriate and enter the reason if rejecting:
I have read and verified the above information pertaining to this contract
I endorse this contract
I reject this contract
Comments (optional) or Rejection Reason:
Submit

* Rejection Reason: Please enter comments for rejection.
*If the endorsement timeframe has expired, ASBA Online user may not endorse or reject ASBA Training Contract and a system message appears 'The 21-day deadline for your endorsement of this contract has expired!' Please email the Directorate (ASBAs@act.gov.au) for further advice.

5. Past Contracts (Previously Endorsed/Rejected ASBA contracts)

ASBA Online enables users to view previously endorsed ASBA Training Contracts using the following sequence:

a. Select 'Past Contracts' from menu

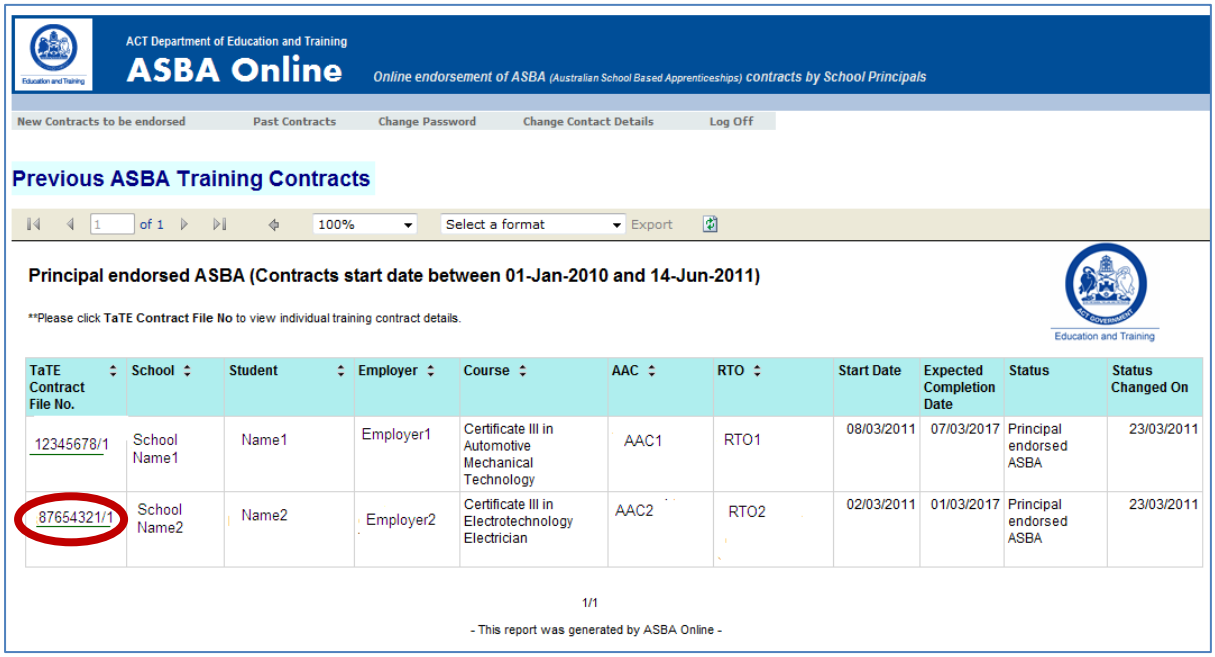


b. When retrieving Training Contracts, user can search previously endorsed/Rejected ASBA contracts by:

- Current Training Contract Status:
  - All the past contracts (all the Previously Endorsed/Rejected ASBA contracts)
  - Rejected by Principal
  - Principal endorsed ASBA
  - Approved by STA
  - Extended
  - Suspended
  - Cancelled
  - Completed
  - Expired
  - Reactivated
- ASBA Training Contracts Start Date

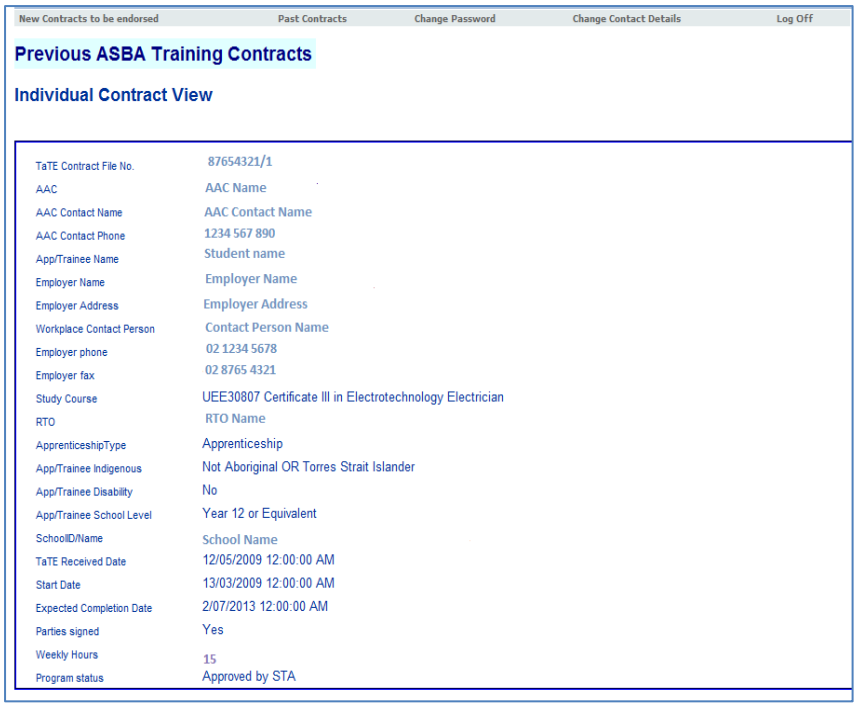
The Training Contracts search results can be ordered by Training Contracts' 'Status Changed Date' or student 'Surname'.

c. Report function

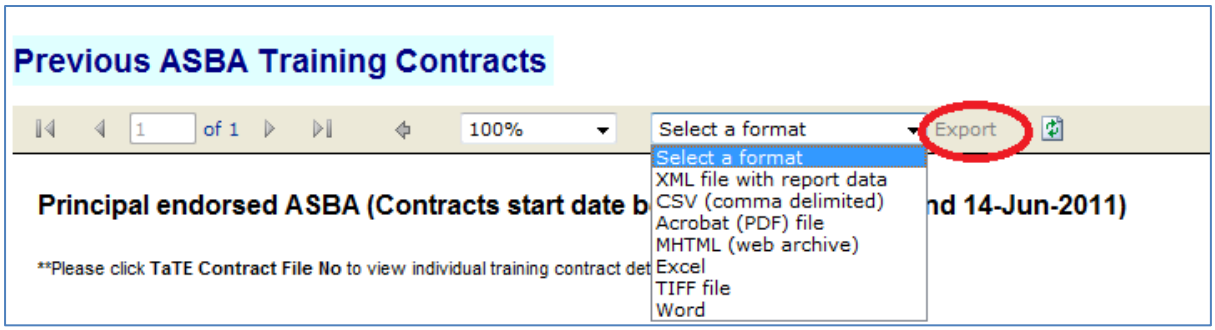


* User can sort or filter the search results by School, Student, AAC, RTO, Employer and Course.

User clicks *'TaTE Contract File No'* link in search results, and then web page displays details of individual Training Contract.

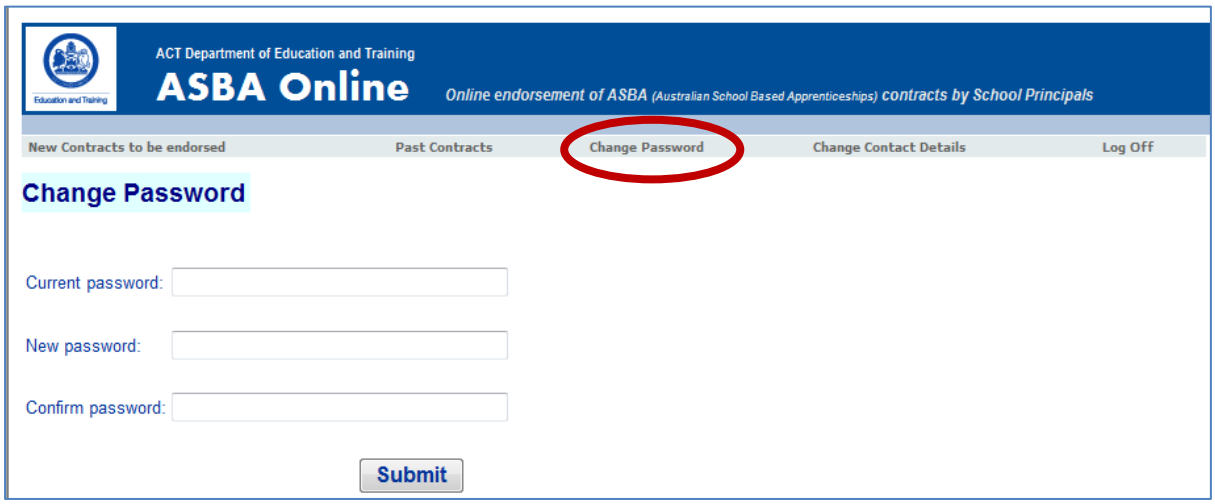

New Contracts to be endorsed
Past Contracts
Change Password
Change Contact Details
Log Off
Previous ASBA Training Contracts
Individual Contract View
TaTE Contract File No. 87654321/1
AAC AAC Name
AAC Contact Name AAC Contact Name
AAC Contact Phone 1234 567 890
App/Trainee Name Student name
Employer Name Employer Name
Employer Address Employer Address
Workplace Contact Person Contact Person Name
Employer phone 02 1234 5678
Employer fax 02 8765 4321
Study Course UEE30807 Certificate III in Electrotechnology Electrician
RTO RTO Name
ApprenticeshipType Apprenticeship
App/Trainee Indigenous Not Aboriginal OR Torres Strait Islander
App/Trainee Disability No
App/Trainee School Level Year 12 or Equivalent
SchoolID/Name School Name
TaTE Received Date 12/05/2009 12:00:00 AM
Start Date 13/03/2009 12:00:00 AM
Expected Completion Date 2/07/2013 12:00:00 AM
Parties signed Yes
Weekly Hours 15
Program status Approved by STA

d. To print the Contract Details, user can export the Training Contracts report to XML, CSV, PDF, MHTML, MS Excel, TIFF or MS Word format as shown below.



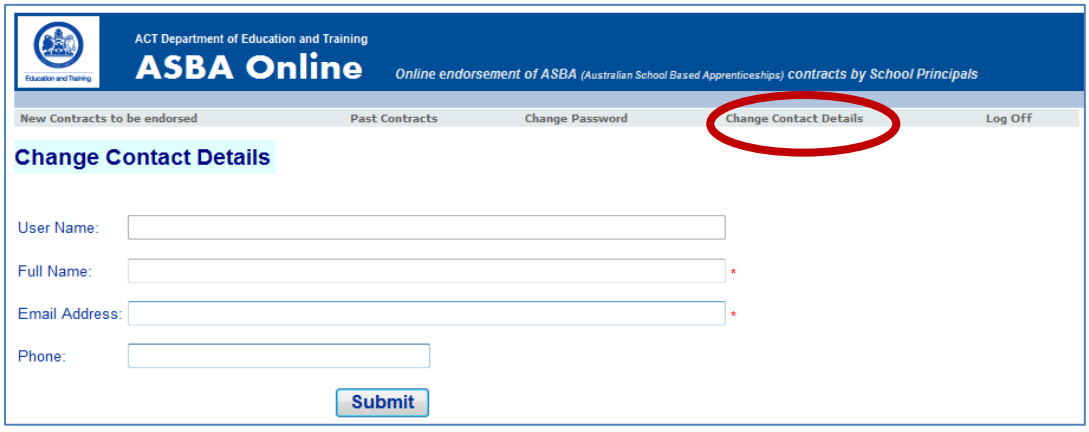
6. Change Password

To change the user password, click 'Change Password' on the main menu.



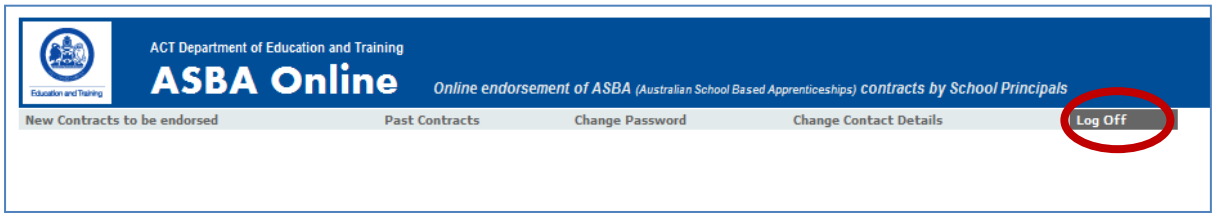
7. Change Contract Details

To change the user contact details, click 'Change Contact Details' on the main menu.



8. Log Off

To exit the system, click 'Log Off' button on the main menu.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9. Troubleshooting and Help

9.1 Training Contract Not Found

User will only be able to retrieve training contracts that are associated with their school.

9.2 If Information is Incorrect

If any information on this website is incorrect, please help us to correct it by:

- Recording the Student File No and Student Name
- Sending details to ASBAs@act.gov.au.

9.3 How to use Internet Explorer 8 with the AAC Online website?

Internet Explorer 8 includes a Compatibility View feature that displays Websites that were created for older browsers as they were designed to appear. You can enable Compatibility View in Internet Explorer: on the Tools menu, click to select the option 'Compatibility View'.

9.4 Contacts

For training matters related to Australian Apprenticeships in the ACT, all enquiries should be directed to Training and Tertiary Education, Education and Training Directorate
Ph: 02 6205 8555

For issues related to ASBA Online, please email to ASBAs@act.gov.au.